



Auto-Assess Compliance Ltd .
Trading as-

Auto-Assess Awards

Equality and Diversity Policy

Document issues Number	Effective date	Amendments	Reason for amendments
AAC032 issue 2	27/07/2026	1- Updated Header 2- Included Auto Assess Awards 3- Minor word changes	1.New logo/Branding 2.Remove reference to Auto-Assess Compliance ltd and replaced with Auto-Assess Awards 3. Grammer

Policy

This policy sets out the principles that Auto-Assess Awards. follows in conducting its business and end point assessment operations.

OUR VISION

‘To grow and diversify through open, honest and supportive relationships with our staff, Learners (apprentices undertaking end point assessment) and stakeholders.’

AIMS

Auto-Assess Awards aim to create and maintain an inclusive working and learning/assessment environment that respects and celebrates difference. Everyone has the right to participate fully, give their best and achieve their full potential in a climate free from discrimination or harassment.

It’s about inclusiveness; providing an atmosphere where everyone feels valued and empowered to perform at peak level, regardless of the many ways people are different, including race, disability, gender, gender reassignment, age, nationality, sexual orientation, religion or belief, marital or civil partnership status, or socio-economic background or class.

This vision of diversity and inclusiveness encompasses all of our people, our businesses, our Learners/apprentices, and how we learn, share, perform and grow together.

We believe that this vision of equality, diversity and inclusion brings tangible benefits for our Learners, and for the employers that we work with. For our Learners, this includes an assessment environment considering their individual requirements in an environment free from discrimination or harassment.

It includes the design and development of our end point assessments that seek to avoid stereotyping, gender bias and other forms of unconscious bias. It includes the methodology we follow when applying our reasonable adjustments and special considerations.

It includes the way that we monitor grading and success rates to assure ourselves that our end point assessments are fair to all and minimise bias.

For our employers, equality brings benefits for their core business, for example:

- A more diverse workforce, bringing a wider range of individual strengths, experiences and perspectives
- Increased employee satisfaction and motivation, which helps attract new staff and retain those already there, reducing recruitment costs and increasing productivity
- Improved understanding of the diverse groups of potential and existing customers, providing a better service and providing access to markets that may not previously been explored
- Finding workers to fill skills gaps
- Improved organisational image across a wider audience.

SCOPE

This policy applies to all individuals involved with Auto-Assess Awards including:

- Employees, associates or agents of Auto Assess Compliance
- Learners (apprentices)
- Consultants or sub-contractors employed to support the design, development and delivery of end point assessment
- Employers and training providers who request end point assessment for their Learners (apprentices).

These groups will be expected to adhere to this Policy. The Policy also extends to cover behaviour in the conferencing platforms we use for EPA, email and other social media.

Breaches of this policy will be taken seriously and for employees of Auto-Assess Awards may result in invoking the disciplinary procedure or in the case of sub-contractors’, contract termination.

LEGAL FRAMEWORK

The Equality Act 2010 introduces the term ‘protected characteristic’ to refer to aspects of a person’s identity explicitly protected from unlawful discrimination. Nine are identified:

- Race
- Disability
- Gender
- Age
- Sexual orientation
- Religion and belief
- Gender reassignment
- Pregnancy / maternity
- Marriage / civil partnership.

Auto-Assess Awards is committed to advancing equality and eliminating discrimination on these grounds.

The Equality Act 2010 recognises the following types of discrimination:

- Direct discrimination, including associative and perception discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Discrimination arising from a disability
- Failure to make reasonable adjustments

The Equality Act 2010 introduces a Public Sector Equality Duty, in force from April 2011, which requires us to give due regard to:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity
- fostering good relations.

‘Advance’ involves having due regard, in particular, to the need to:

- a) remove / minimise disadvantages experienced by persons who share a relevant protected characteristic that are connected to that characteristic
- b) take steps to meet needs of persons who share a relevant protected characteristic that are different from the needs of persons who don’t share it
- c) encourage persons with a relevant protected characteristic to participate in public life or in any other activities where participation by such persons is disproportionately low ‘Foster good relations’ includes having due regard to tackle prejudice and promote understanding

The Duty covers eight of the nine protected characteristics (only the first ‘arm’ of the new duty, to eliminate discrimination, harassment and victimisation, applies to the protected characteristic of marriage and civil partnerships).

ROLES AND RESPONSIBILITIES

It is the responsibility of all Auto-Assess Awards staff, Learners (apprentices), and employers to work together towards combatting all forms of discrimination. By ensuring the Equality and Diversity policy is adhered to and that all incidents of discrimination are reported through the appropriate channels we can make a positive impact.

- a) The Directors of Auto-Assess Awards take responsibility for adherence to the Equality and Diversity Policy.
- b) The Managing Director supported by the senior leadership takes responsibility for advising on and developing the Equality and Diversity strategy, policies, staff training and the co-ordination of activities.
- c) The Managing Director takes responsibility for the communication of policies and actions to Learners (apprentices), Auto-Assess Awards staff, subcontractors, employers and stakeholders.
- d) Auto-Assess Awards staff take responsibility for ensuring that Equality and Diversity policies are consistent themes within all areas of their work. Reading, understanding and applying the policy and the adjoining appendices will ensure that potential acts of discrimination are dealt with appropriately.
- e) All Auto Assess Awards staff are responsible for the promotion of Equality and Diversity to the wider community.
- f) The Managing Director will, as part of the Internal Audit process, monitor the effectiveness of this policy in relation to equality and diversity.
- g) The Head of Quality will incorporate the principles stated in this Policy in support of equalities issues related to the design of assessments within the Assessment Design Strategy.

COMMUNICATION AND AWARENESS

Auto-Assess Awards will use a number of different ways to communicate our policy so that staff, Learners (apprentices), Employers, contractors and others:

- understand our commitment to equality and diversity
- understand their roles and responsibilities
- know where to seek advice and guidance

These methods will include equality and diversity being covered via;

- gateway and eligibility checking processes for Learners (apprentices), and their Employers and or training provider
- staff induction and training or briefing meetings
- details in employee handbooks
- EPA guidance documents for apprentices, their Employers and or training provider
- the Assessment Design Strategy (minimising bias)
- Equality Impact Assessments

MONITORING OF END POINT ASSESSMENT OPERATIONS AND ACHIEVEMENT

We are committed to using the views and opinions of our Learners (apprentices) and other stakeholders to improve our services. A key tool to achieve this will be through regular surveys and other means of gathering feedback such as reviewing complaints and appeals.

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We will monitor the results and experiences of Learners (apprentices) ensuring that our systems and procedures consider their needs. A key tool to achieve this will be by regular Equality Impact Assessments.

COMPLAINTS
We will respond to all complaints fairly and impartially. All complaints from Learners (apprentices) or others will be treated with the utmost respect and dignity. Every effort will be made to preserve anonymity as far as is reasonably possible.

Review of the Policy
This policy and procedure will be reviewed, and updated as required but not less than annually, by the Managing Director.
The review of the policy and procedure aims to ensure that lessons are learnt and that the procedure continues to be consistent with regulatory criteria (Ofqual).